



California Department of Education
Selection Services Office
Examination Bulletin
COOK SPECIALIST II

FINAL FILING DATE: AUGUST 21, 2003

OPEN/SPOT: RIVERSIDE COUNTY

3ED54

CALIFORNIA STATE GOVERNMENT AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, OR SEXUAL ORIENTATION.

WHO MAY APPLY	This examination is open to anyone who meets the “Requirements of Admittance to the Examination”. Career credits do not apply.
HOW TO APPLY	<div>Submit Examination Application (STD. 678):</div> <div><div>By Mail To:</div><div>Or</div><div>In Person To:</div><div>California Department of Education Selection Services Office P.O. Box 1236 Sacramento, CA 95812-1236</div><div>California Department of Education Selection Services Office 1430 N Street, Room 1802 Sacramento, CA 95814</div></div>
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Item #2 on the “Examination and/or Employment Application”. You will be contacted about specific arrangements.
FINAL FILING DATE	<p><u>August 21, 2003</u> is the final filing date. Applications (STD. 678) must be POSTMARKED no later than the final filing date. Applications received by mail, personally delivered after 5:00 p.m., or received via interoffice mail after the final filing date will not be accepted.</p> <p>NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date. All applications/resumes must include “To” and “From” employment dates (month/day/year), time base, and official employment titles. Applications/resumes received without this information may be rejected.</p>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date.</p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I, “Or”, II, “Or”, III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.</p> <p><u>Either I</u></p> <p>Two years of experience in the California state service performing the duties of a Cook Specialist I.</p> <p><u>Or II</u></p> <p>Three years of experience as a cook in one or a combination of the following:</p> <ol style="list-style-type: none">Preparing food for at least 250 persons a meal with experience at the various stations, not less than six months of which shall have been in charge of the work of kitchen helpers or others doing similar work. <p>OR</p> <ol style="list-style-type: none">Personally preparing complete breakfasts, lunches and dinners for 50 or more persons a meal. (Short-order cooking experience is not considered qualifying.) <p>(Full time training in a recognized trade school for cooks and bakers may be substituted for not more than two years of either type of the experience on the basis of one month or such school attendance being equal to two months of experience.)</p>
MONTHLY SALARY RANGE	\$2,367 - \$2,877
POSITION DESCRIPTION & LOCATION	The Cook Specialist II prepares, cooks, and dispenses, soups, sauces, meats, eggs, dairy products, vegetables, salads, salad dressing, fruits, pastries, desserts, bread, and beverages ; cleans and maintains culinary utensils and equipment and the working area with the assistance of helpers; assigns work and gives instruction and training to employees and helpers from the resident population; evaluates their performance and takes or recommends appropriate action; may plan menus; inspects personnel and working areas and maintains safety and sanitation standards; reports on the work progress of assistants; keeps records; as required, requisitions, receives, inspects, stores and inventories supplies; and acts for the Supervising Cook in his/her absence. Position exist with the California School for the Deaf in Riverside County.
EXAMINATION INFORMATION	This examination will consist of a mandatory qualification appraisal interview that may include written structure problems and is weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% in the interview. NOTE: Candidates will be required to bring either a photo identification card (i.e., drivers’ license) or two forms of signed identification.

See reverse side for additional information

INTERVIEW SCOPE	<p>In addition to evaluating the candidate’s relative abilities as demonstrated by quality and breadth of experience, education and training, emphasis will be on measuring competitively, relative to job demands, each candidate’s:</p> <p>A. <u>Knowledge of:</u></p> <ol style="list-style-type: none">1. Principles, procedures, and equipment used in the storage, care, preparation, cooking, and dispensing of food in large quantity.2. Kitchen sanitation and safety measures used in operation, cleaning and care of utensils, equipment and work areas.3. Food handling sanitation.4. Food values as well as nutritional and economical substitutions within food groups.5. Principles of effective supervision, instructing, and working with assistants and helpers from the resident population.6. Food accounting, keeping records, and preparing reports. <p>B. <u>Ability to:</u></p> <ol style="list-style-type: none">1. Communicate at a level required for successful job performance.2. Prepare and cook all food groups and use appropriate equipment.3. Judge food quantity.4. Plan work schedule and prepare and follow menus, recipes, and formulas.5. Determine food quantities necessary for groups of varying size.6. Instruct and work with assistants and helpers from the resident population.7. Keep records and prepare reports.8. Analyze situations accurately and adopt an effective course of action.
SPECIAL PERSONAL REQUIREMENT	<p>Sympathetic understanding of and willingness to work with resident population of State institutions; personal cleanliness; good sense of smell and taste; and freedom from communicable diseases.</p>
ELIGIBLE LIST INFORMATION	<p>A departmental open eligible list will be established for the California Department of Education, School for the Deaf in Riverside County.</p>
VETERANS & CAREER POINTS	<p>Veterans’ preference points will be added to the final score of candidates in this examination who qualify for and have requested these points, and who are successful in all part(s) of the examination. (See “General Information” on this bulletin for information regarding veterans’ preference points.) Career points will not be granted in this examination because it does not qualify as an entrance examination under the law.</p>

GENERAL INFORMATION

It is the candidate’s responsibility to contact the California Department of Education’s Selection Services Office in Sacramento at (916) 319-0857 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate’s notice of interview or performance test fails to reach him/her prior to the day of the interview because of a verified postal error, he/she will be rescheduled on written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department, the California Department of Education, and accessible on the Internet (<http://www.spb.ca.gov>) in the state application section.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not ensure a place on the eligible list. Your performance in this examination will be compared with the performance of other candidates who take this test. All candidates who pass will be ranked according to their final scores.

The State Personnel Board and the California Department of Education reserve the right to revise the examination plan to meet the needs of the service more effectively if changes occur in the circumstances under which this examination was planned. Such revision will be in accordance with civil service laws and rules, and all candidates will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: (1) subdivisional promotional; (2) departmental promotional; (3) multi departmental promotional; (4) service wide promotional; (5) departmental open; (6) open eligible list. In the case of continuous testing examination, names are merged into the appropriate eligible lists in order of final test scores (except as modified by veterans’ preference credits) regardless of the date of the test; and the resulting eligible lists will be used to fill vacancies only in the area shown on the bulletin.

General Qualifications: Candidates must possess essential personal qualifications, including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations investigation may be made of employment records and personal history, and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In the appraisal of experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate’s ability to accept and fulfill increasing responsibilities than to the length of the experience. Evaluation of a candidate’s personal development will include consideration of the candidate’s recognition of personal training needs; plans for self-development; and the progress made in efforts toward self-development.

Veterans Preference: Veterans, widows, widowers, and the spouse of a disabled veteran may qualify for veterans’ preference credits in Open entrance examinations (15 points for disabled veteran; 10 points for other veterans). Applicable points will be added to the final score of all candidates who are successful in this examination, and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, CURRENT CIVIL SERVICE EMPLOYEES WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS’ PREFERENCE CREDITS. Directions on how to apply for veterans’ preference credits are on the Veterans’ Preference Application Form (form 1093) which is available from State Personnel Board Offices, written test proctors, and the Department of Veterans’ Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

CALIFORNIA DEPARTMENT OF EDUCATION
Selection Services Office
1430 N Street Room 1802
P.O. Box 1236
Sacramento, CA 95812-1236
Voice/TDD Telephone: 916-319-0857

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California Relay (Telephone Service) for
the Deaf or Hearing Impaired:
From TDD Phone: 1-800-735-2929
From Voice Phone: 1-800-735-2922